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ABSTRACT

These instructional objectives, written by Roy A. Schriver, have been selected from materials used at Golden West College (California). These objectives are offered simply as samples that may be used where they correspond to the skills, abilities, and attitudes instructors want their students to acquire. These objectives may also serve as models for assisting instructors to translate their courses into specific measurable terms. For other objectives in related courses see: ED 033 680 (Accounting [first semester]); and ED 033 681 (Accounting [second semester]). (MB)

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Instructional Objectives for a Junior College Course in Principles of Accounting

Accounting 2
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Huntington Beach, California

UNIVERSITY OF CALIF.
LOS ANGELES

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INFORMATION

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This outline of course objectives is based on a total of fourteen weeks of instructional time. It is felt that because of the different methods and techniques used by the various instructors teaching this course it should be expanded to the total number of weeks in the semester at the option of each individual instructor. The course content, however, should not be altered.

The student is evaluated and his progress assessed on five main points of performance. These points are enumerated as follows:

1. Attendance at regularly scheduled class sessions
2. Completion of regularly scheduled homework assignments
3. Evaluation of participation in class discussion by instructor
4. Completion of an assigned practice set in good order and on time
5. Grades on regularly scheduled progress investigations

In order to continually evaluate the student's progress and performance, the progress investigations indicated in point number 5 will be given and reviewed with the student according to the following schedule. Each investigation shall be limited to 50 class minutes with the exception of the final investigation which shall be limited to 100 class minutes.

Progress Investigation Schedule

Investigation 1 .. After completion of weeks 1 and 2 (covering weeks 1 and 2)

Investigation 2 .. After completion of weeks 3 and 4 (covering weeks 3 and 4)

Investigation 3 .. After completion of weeks 5 and 6 (covering weeks 5 and 6)

Investigation 4 .. After completion of week 7 (covering weeks 1 thru 7)

Investigation 5 .. After completion of weeks 8 and 9 (covering weeks 8 and 9)

Investigation 6 .. After completion of weeks 10 and 11 (covering weeks 10 and 11)

Investigation 7 .. After completion of weeks 12 and 13 (covering weeks 12 and 13)

Investigation 8 .. After completion of week 14 (covering weeks 1 thru 14)

The above schedule can be adopted and tailored to differing needs when the occasion necessitates.

WEEK #1

SUBJECT MATTER: Partnerships

DESCRIPTION: Instruction in the art of accounting for and analysing of business transactions pertaining to the partnership form of organization.

OBJECTIVES:

I. Given a list of the following terms and items, the student will, in class discussion or in writing, be able to give a brief definition of each.

1. Income-sharing ratio
2. Realization
3. Revaluation of assets
4. Liquidation
5. Capital deficiency
6. Goodwill
7. Capital interest
8. Dissolution
9. Articles of copartnership
10. Captial-sharing ratio
11. Partnership
12. Partnership agreement

II. Without the aid of references, the student during class discussion must be able to define, discuss, and give examples of the following. Each discussion shall be limited to a maximum of three minutes.

1. Limited life
2. Unlimited liability
3. Co-ownership of property
4. Income participation
5. Partners' salaries and interest as expense

III. Given a set of written facts and data, the student will be able to prepare, in writing, the general journal entries to record the liquidation of a partnership.

WEEK #2

SUBJECT MATTER: Corporations

DESCRIPTION: Instruction in the art of accounting for and analysing of business transactions pertaining to the corporate form of business organization.

OBJECTIVES: I. Given a list of the following terms and items, the student will, in class discussion or in writing, be able to give a brief definition of each.

1. Preferred stock
2. Dividends
3. Proxy
4. Acquisition cost
5. Stock certificate
6. Equity
7. Par value
8. Stated value
9. Corporation
10. Legal capital
11. Pre-emptive right
12. Book value

II. Without the aid of references, the student during class discussion must be able to define, discuss, and give examples of the following. Each discussion shall be limited to a maximum of three minutes.

1. Public corporation
2. Private corporation
3. Close corporation
4. Nonprofit corporation
5. Continuity of existence
6. Stockholder
7. Board of Directors
8. Paid-in-capital
9. Retained earnings
10. Participating preferred stock
11. Cumulative preferred stock
12. Callable preferred stock
13. Book equity
14. Authorized stock
15. Issued stock
16. Outstanding stock
17. Organization costs
18. Articles of incorporation

WEEK #2 (Cont'd.)

III. From written data provided, the student must be able to prepare, in correct form, the stockholders' equity section of a balance sheet.

IV. Given a set of written facts and data, the student will be able to prepare, in writing, the general journal entries to record the issuance of stock for cash and for the exchange of equipment.

WEEK #3

SUBJECT MATTER: Corporate stock

DESCRIPTION: Instruction in the art of accounting for transactions in capital stock of the corporate entity.

OBJECTIVES:

I. Given a list of the following terms, the student will, in class discussion or in writing, be able to give a brief definition of each.

1. Premium
2. Discount
3. No-par stock
4. Stock subscriptions
5. Subscribers ledger
6. Treasury stock
7. Donated treasury stock
8. Minute book
9. Subscription book
10. Stock certificate book
11. Stockholder's ledger
12. Paid-in capital excess
13. Bargain sale
14. Cost basis

II. Without the aid of references, the student during class discussion must be able to define, discuss, and give examples of the following. Each discussion shall be limited to a maximum of three minutes.

1. Factors influencing the sale of stock
2. Subscriptions to capital stock
3. The rights of treasury stock
4. Redemption of treasury stock
5. Retained earnings and its relationship to preferred stock redemption

III. Given a set of written facts and applicable data, the student will be able to prepare, in writing, the general journal entries to record transactions involving stock subscriptions.

WEEK #3 (Cont'd.)

IV. Given a set of written facts and data, the student will be able to prepare, in writing, the general journal entries to record the transactions involving the donation of stock, the sale of donated stock, and the redemption of preferred stock at a price in excess of par value.

WEEK #4

SUBJECT MATTER: Corporate capital, earnings, and dividends

DESCRIPTION: Instruction in accounting for and presenting the summaries of business transactions involving capital, dividends, and their relationships to retained earnings.

OBJECTIVES:

I. Given a list of the following terms and items, the student will, in class discussion or in writing, be able to give a brief definition of each.

1. Surplus
2. Paid-in capital
3. Donated capital
4. Appraisal capital
5. Provision for Income Tax
6. Appropriation
7. Retained earnings
8. Contingencies
9. Funding
10. Liquidating dividend
11. Extra dividend
12. Stock dividend
13. Stock split-up
14. Quasi-reorganization
15. Intangible asset
16. Patent or copyright

II. Without the aid of references, the student during class discussion must be able to define, discuss, and give examples of the following. Each discussion shall be limited to a maximum of two minutes.

1. Appropriation of retained earnings
2. The date of declaration
3. The date of record
4. The date of payment
5. Interrelation of stock dividends and treasury stock
6. Current operating performance statement
7. All-inclusive statement

WEEK #4 (Cont'd.)

III. Given a set of written facts and data, the student will be able to prepare, in writing, the necessary general journal entries to record declaration, payment, and issuance of both common and preferred stock dividends.

IV. Given a set of written errors in descriptive form, the student will be able to prepare, in writing, the correcting entries for the problem as stated.

WEEK #5

SUBJECT MATTER: Corporate obligations and investments (long-term)

DESCRIPTION: Instruction in the art of accounting for business transactions involving bonds, stocks, and long-term obligations and their relationship to statement presentation.

OBJECTIVES: I. Given a list of the following terms and definitions, the student will, in class discussion or in writing, be able to give a brief description of each.

1. Face value
2. Bond indenture
3. Registered bond
4. Bearer bond
5. Coupon bond
6. Term bond
7. Serial bond
8. Convertible bond
9. Callable bond
10. Secured bond
11. Debenture bond
12. Premium on bonds
13. Discount on bonds
14. Bond sinking fund
15. Bond trustee
16. Marketable securities
17. Amortization
18. Gain on bond retirement

II. Given facts and figures concerning a particular corporation, the student will be able to prepare, in writing, entries in general journal form to record the issuance, payment of interest, accrual of interest and amortization of bond discount, establishment of a bond sinking fund, and appropriation of retained earnings in accordance with a bond indenture.

III. From a given set of facts and given figures, the student will be able to prepare, in writing, general journal entries to record the purchase of stock, receipt of both cash and stock dividends, and sale of stock under varying conditions.

WEEK #6

SUBJECT MATTER: Departmental and branch accounting

DESCRIPTION: Instruction in the accounting techniques for recording transactions and preparing statements for departmental and branch operations.

OBJECTIVES:

I. Given a list of the following terms and items, the student will be able to, in class discussion or in writing, give a brief definition of each.

1. Departmental margin
2. Direct expenses
3. Centralization
4. Decentralization
5. Reciprocal accounts
6. Combined statements

II. Without the aid of references, the student during class discussion must be able to define, discuss, and give examples of the following. Each discussion shall be limited to a maximum of three minutes.

1. Departmental accounting
2. Branch accounting
3. Gross profit by department
4. Net income by department
5. Apportionment of operating expense
6. Consolidation of branch and home office statements

III. Given facts and figures for a described situation, the student will be able to prepare, in writing, entries in general journal form to complete the cycle of branch accounting from its start to its finish.

WEEK #6 (Cont'd.)

IV. From statistics and figures furnished, the student will be able to determine, in writing, the selling price of merchandise and the cost price of branch inventories.

WEEK #7

SUBJECT MATTER: Process costs

DESCRIPTION: Instruction in the art of accounting involving the techniques of process costing, the calculation of inventory valuations, and the control of costs.

OBJECTIVES:

I. Given a list of the following terms and items, the student will be able to, in class discussion or in writing, give a brief definition of each.

1. Finished goods
2. Work-in-process
3. Materials
4. Process cost
5. Perpetual inventory
6. Factory overhead
7. Unexpired costs
8. Expired costs
9. Service department
10. Predetermined overhead rate
11. Underapplied factory overhead
12. Overapplied factory overhead
13. Cost of production report
14. Equivalent whole units
15. By-product
16. Joint product
17. Prime cost
18. Processing cost

II. Given data in a proposed situation, the student will be able to prepare, in general journal form, entries to record the internal and external transactions for the complete cycle of a process cost operation.

III. From given data, the student will be able to determine, in writing, the following:

1. Equivalent whole units of production
2. Processing cost per equivalent unit of production
3. Total and unit costs of a product started in prior period and completed in current period

WEEK #7 (Cont'd.)

4. Total and unit costs of a product started and completed in current period
5. Total cost of work-in-process inventory and its valuation at end of current period.

WEEK #8

SUBJECT MATTER: Job order costs

DESCRIPTION: Instruction in the art of accounting for job order costing including the techniques of the concept, control of costs and inventory valuations, and managerial uses of cost accounting.

OBJECTIVES: I. Given a list of the following terms and items, the student will be able to, in class discussion or in writing, give a brief definition of each.

1. Purchase requisition
2. Purchase order
3. Finished goods ledger
4. Storekeeper
5. Clock card
6. Job cost sheet
7. Materials ledger
8. Time ticket
9. Receiving report
10. Cost ledger
11. Supplementary report
12. Factory overhead cost
13. Factory overhead rate
14. Control account
15. Trend report
16. Subsidiary ledger
17. Product identity

II. Without the aid of references, the student during class discussion must be able to define, discuss, and give examples of the following. Each discussion shall be limited to a maximum of three minutes.

1. Materials issuance under first-in, first-out method
2. Materials issuance under last-in, first-out method
3. Materials issuance under weighted-average method
4. Comparison of job order and process costing
5. The finished goods account as a controlling account
6. The work-in-process account as a controlling account

WEEK #8 (Cont'd.)

III. From a given set of figures, the student will be able to calculate the cost of issuances under the LIFO and FIFO methods of inventory control.

IV. Given information concerning a particular company's operations, the student will be able to prepare, in general journal form, entries to record the internal and external transactions for the complete cycle of a job order cost operation.

WEEK #9

SUBJECT MATTER: Standard costs and budgetary control

DESCRIPTION: Instruction in the techniques of standard costs, their calculation, and their application to budgetary control. The construction of fixed and variable budgets and their use in cost control.

OBJECTIVES: I. Without the aid of references, the student during class discussion must be able to define, discuss, and give examples of the following. Each discussion shall be limited to a maximum of two minutes.

1. The planning function
2. The coordination function
3. The control function
4. Budgeting
5. The sales budget
6. The production cost budget
7. The operating expense budget
8. The capital expenditures budget
9. The cash budget
10. Flexible budgeting
11. The estimated income statement
12. The estimated balance sheet
13. Standard costs
14. Direct materials variance
15. Direct labor variance
16. Factory overhead variance
17. Controllable variance
18. Uncontrollable variance

WEEK #9 (Cont'd.)

II. From a given set of data, the student will be able to calculate the following:

1. Quantity variance for direct materials
2. Price variance for direct materials
3. Time variance for direct labor
4. Rate variance for direct labor

WEEK #10

SUBJECT MATTER: Income taxes

DESCRIPTION: Instruction in the art of income tax preparation for individuals, partnerships, and corporations.

OBJECTIVES: I. Given a list of the following terms and items, the student will, in class discussion or in writing, be able to give a brief definition of each.

1. Gross income
2. Exclusions from gross income
3. Itemized deductions
4. Minimum standard deduction
5. 10% standard deduction
6. Exemption
7. Dependent
8. Support
9. Progressive tax
10. Proportional tax
11. Cash basis
12. Accrual basis
13. Taxable income
14. Short-term capital gain
15. Short-term capital loss
16. Long-term capital gain
17. Long-term capital loss
18. Adjusted gross income
19. Internal Revenue Code
20. Tax tables

WEEK #10 (Cont'd.)

II. Given a set of data, the student will be able to calculate the following:

1. The adjusted gross income shown on a joint income tax return,
2. The taxable income shown on a joint income tax return.

WEEK #11

SUBJECT MATTER: Management cost relationships

DESCRIPTION: Instruction in the use of various techniques of accounting in the making of management decisions.

OBJECTIVES:

I. Given a list of the following terms and items, the student will, in class discussion or in writing, be able to give a brief definition of each.

1. Historical cost
2. Replacement cost
3. Variable cost
4. Fixed cost
5. Direct costing
6. Absorption costing
7. Manufacturing margin
8. Marginal income
9. Microeconomic theory
10. Sales mix
11. Differential cost
12. Differential revenue
13. Sunk costs
14. Make-or-buy decision

II. Given a set of data, the student will be able to calculate the following information for management decision-making purposes:

1. An income statement prepared in accordance with the direct costing concept
2. An income statement prepared in accordance with the absorption costing concept.

WEEK #12

SUBJECT MATTER: Special analysis and internal reporting

DESCRIPTION: Instruction in the preparation of special forms of analysis and a discussion of their uses by management.

OBJECTIVES: I. Given a list of the following terms and items, the student will, in class discussion or in writing, be able to give a brief definition of each.

1. Break-even alignment and analysis
2. Margin of safety
3. P/V ratio
4. Rate of return on assets
5. Cash payback period
6. Discounted cash flow
7. Operations research
8. Internal reports
9. Gross profit analysis
10. Efficiency reports
11. Special reports

II. Given a pre-prepared break-even chart, the student will be able to ascertain from that chart the following information necessary for management decision-making:

1. Total sales
2. Total costs
3. Variable costs
4. Maximum net income
5. Break-even point
6. Net loss
7. Net income
8. Plant capacity
9. Units of production
10. Maximum profit
11. Maximum loss
12. Unit selling relationships
13. Unit selling price

WEEK #13

SUBJECT MATTER: Funds statements, consolidated statements, and other statements

DESCRIPTION: Instruction in the uses and preparation of various supplementary statements useful to management decision-making.

OBJECTIVES:

I. Given a list of the following terms and items, the student will, in class discussion, be able to give a brief but thorough definition of each.

1. Change fund
2. Cash fund
3. Petty cash fund
4. Working capital
5. Net current assets
6. Funds statement
7. Source of funds
8. Application of funds
9. Cash flow
10. Holding company
11. Subsidiary company
12. Financial position statement
13. Single-step income statement
14. Combined statement

II. From a given set of unrelated facts and figures, the student will be able to prepare, in writing, the source of funds section of the funds statement (funds provided by operations.)

III. From a given set of unrelated facts and general data, the student will be able to prepare, in writing, the following:

1. A consolidated balance sheet at the date of acquisition
   - A. Difference between cost and book value of subsidiary
   - B. Minority interest
2. A consolidated income statement
   - A. Minority interest's share of net income
   - B. Consolidated net income
3. Calculations necessary to obtain the information necessary to provide the information in points 1 and 2.

WEEK #14

SUBJECT MATTER: Statement analysis

DESCRIPTION: Instruction in the preparation of statement analysis and the need for such analysis. Familiarization with the various forms that statement analysis may take.

OBJECTIVES:

I. Given a list of the following terms and items, the student will, in class discussion or in writing, be able to give a brief definition of each.

1. Solvency
2. Profitability
3. Stability
4. Horizontal analysis
5. Vertical analysis
6. Common-size statement
7. Current ratio
8. Equity ratio
9. Acid-test ratio
10. Quick ratio

II. Without the aid of references, the student during class discussion must be able to define, discuss, and give examples of the following. Each discussion shall be limited to a maximum of three minutes.

1. Accounts receivable turnover
2. Accounts receivable aging
3. Merchandise inventory turnover
4. Rate earned on total assets
5. Rate earned stockholders' equity
6. Ratio of net sales to assets
7. Ratio of stockholders' equity to liabilities
8. Ratio of plant assets to long-term liabilities
9. Accounts receivable analysis
10. Basic analytical procedures